

North Snohomish LPA Comprehensive Evaluation Plan

April 26, 2006

Participants: Everett CSO, Smokey Point CSO, Sky Valley CSO.
 Employment Security
 Everett Community College
 Community Jobs – Service Alternatives

As partners we are all working together to achieve:

- **Customer focused services *that are***
- **Consistently implemented *with***
- **Clear communications *and***
- **Understanding of each other's roles and responsibilities *while maintaining***
Positive attitudes!

Parents applying for TANF will have a 30-day period to complete the Comprehensive Evaluation (CE) and to enter a pathway activity. The CE will consist of 3 parts:

- Community Services Offices - Determines initial TANF eligibility, identifies barriers to Employment Pathway and IRP developed
- Local Community College - CASAS testing
- Employment Security *WORKFIRST* - Employability Assessment

Each of the agencies must have a one-on-one appointment with the parent. The Community Services Offices are responsible for development/monitoring the CE.

COMMUNITY SERVICES OFFICES

WORKFIRST applicants will initially be interviewed for TANF eligibility at the following times by WorkFirst Case Managers:

Everett	M	T	W	TH	F
Morning	8:00A 9:00A 10:30A	8:00A 9:00A 10:30A	8:00A 9:00A 10:30A	8:00A 9:00A 10:30A	8:00A 9:00A 10:30A
Afternoon	1:00P 2:00P	1:00P 2:00P	1:00P 2:00P	1:00P 2:00P	1:00P 2:00P

Smokey Point	M	T	W	TH	F
Morning	8:30A 9:30A 10:30A	8:30A 9:30A 10:30A	8:30A 9:30A 10:30A	8:30A 9:30A 10:30A	8:30A 9:30A 10:30A

Sky Valley	M	T	W	TH	F
Morning	8:00A 10:00A	8:00A 10:00A		8:00A 10:00A	8:00A 10:00A
Afternoon	1:00P 3:00P	1:00P 3:00P		1:00P 3:00P	1:00P 3:00P

North Snohomish County:

Applications are screened in the TANF unit for Positive Prevention Services prior to being scheduled an appointment. The screening includes exploration of referrals to other agencies/community organizations for resources/services and cash diversion. The need for child care to participate in the upcoming Comprehensive Evaluation (CE) process is determined and if needed, WFCM immediately facilitates the connection between the parent and Working Connections Child Care (WCCC) staff. WFCM also explores transportation needs and provides support services as appropriate.

If not diverted from TANF, the application is processed for TANF eligibility. On the same day as the eligibility interview, the family is referred to a WorkFirst Case Manager (WFCM) who will identify urgent issues that immediately impact participation in the CE. Families with issues needing resolution prior to continuation with the CE process will be referred to a Social Worker for resolution of the urgent issue.

The WorkFirst Case Manager will explain the program services options (Paid employment, Job Search Preparation/Job Search, CJST/HWHD Vocational Education, Basic Education and Community Jobs. The case manager will identify urgent issues that must be assessed immediately with a Social Worker. The Case Manager will create the initial IRP.

Temporary exemptions (deferrals from CE process) will have a tickler system established by the SW and WFCM to periodically follow-up on progress of resolution of urgent issues. Action steps for resolving issues will be written into IRP.

Supervisory monitoring/auditing will occur to ensure accountability of the CE process.

Parents can access the following services five days per week:

- Interview for TANF eligibility
- Positive Prevention
- Assessment by Social Worker
- Development of IRP with WFCM

For enhancements, the following activities will be offered to WF parents:

- Dependable Strengths and Soft Skills will be offered through the beginning in June 2006.
- In-process of securing M2 Job Therapy for parents with criminal background seeking employment – no starting date set at this time.

For those parents continuing on to the Comprehensive Evaluation, the Case Manager will identify the location, times and dates of meetings with partner agencies. The IRP notes, but is not limited to the following information:

- The parent responsibilities
- The contact person, telephone number, location, dates and times of meetings with the Community College, Employment Security, the Community Services Office for CE/Revised IRP

LOCAL COMMUNITY COLLEGE

After meeting with the Case Manager and the IRP developed, the Case Manager will schedule the parent for CASAS testing at the CSO. A clipboard will be located in the vicinity of the CSO on-site staff. (We are working on an electronic scheduling system.)

The Community College will administer CASAS testing two days per week:

Everett CSO				
M	T	W	TH	F
1:00PM			1:00PM	
Everett CSO			Everett CSO	

Smokey Point				
M	T	W	TH	F
	1:00pm			9:00am
	Smokey Point			Smokey Point

Sky Valley				
M	T	W	TH	F
1:00PM		1:00PM		
Everett WorkSource		Sky Valley CSO		

Upon completion of the CASAS testing, the local community college staff meets with the parent to discuss the options available in *WORKFIRST*: Paid employment, Job Search Preparation/Job Search, CJST/HWHD Vocational Education, Basic Education and Community Jobs. Within three calendar days of the initial contact with the parent, the Community College staff will document the CASAS scores/results and notate their recommendation in E-JAS note screen for ESD and CSO review.

EMPLOYMENT SECURITY DEPARTMENT

The Employment Security Department's staff will initially offer the Employability Evaluation at least 2 days a week to engage parents as quickly as possible. To accommodate scheduling, the ideal number of parents per session is 8 with 10 being the maximum. The referral limit is 15 per session.

Employment Security Department is using CHOICES CT for assessment Work Skills, Work Values, Interest and Abilities. In the initial meeting, parents will be introduced to

the activity and why it is being conducted. Parents will be assigned a Password and Portfolio. The Assessment Evaluation process and what it includes will be explained.

CHOICES CT will be administered to all referred parents and the time/days are as follows:

Everett	M	T	W	TH	F
Morning 8:00A - Noon		Employability Assessment			Employability Assessment
Afternoon 1:00P – 5:00P	Employability Assessment			Employability Assessment	

Smokey Point	M	T	W	TH	F
Morning 9:00A - Noon	Employability Assessment		Employability Assessment		

Sky Valley	M	T	W	TH	F
Morning 8:00A - Noon				Employability Assessment	
Afternoon 1:00P – 5:00P	Employability Assessment				
Site	Everett WorkSource			Everett WorkSource	

Immediately following completion of CHOICES CT, an Employment Security Department staff member will review the results and share local and area labor market information with the parent. If the parent cannot remain for the appraisal results, an appointment will be scheduled for the parent to return for the next available appointment.

During the one-on-one appointment, the Employment Security staff member will complete the work skills evaluation. The staff member will inform the parent of the options available in *WORKFIRST* - Paid employment, Job Search Preparation/Job Search, CJST/HWHD Vocational Education, Basic Education and Community Jobs based on local and area labor market data. Within five days of the initial contact with the parent, the Employment Security Department staff member will document the results and their recommendation in E-JAS and notify the assigned Case Manager.

Supervisors will monitor/audit to ensure the accountability of the CE process.

NO SHOWS

If the parent fails to attend the scheduled appointment, the assigned partner agency will contact the parent and attempt to reschedule within specified time lines. The responsible agency will contact the Case Manager/Social Worker if the parent fails to attend the rescheduled appointment or there is no way to contact the parent.

Occasionally, there will be a need for an exception and the assigned partner agency may extend the identified end dates. If this situation occurs, the Case Manager/Social Worker must be notified prior to the identified end date.

COMMUNITY SERVICES OFFICES

The parent will meet with the assigned Case Manager/Social Worker. An IRP will be developed based on all information received to determine the activity pathway based on the options available in *WORKFIRST*: Paid employment, Job Search Preparation/Job Search, CJST/HWHD Vocational Education, Basic Education, Community Jobs and Intensive services. The WF Case Manager will document the rationale behind the path chosen and outlining the participation requirements.

Signatures:

Everett Community College

Date

Employment Security

Date

Everett Community Services Office

Date

Smokey Point Community Services Office

Date

Sky Valley Community Services Office

Date

Community Jobs

Date

Everett WorkSource

Date _____

CSD Region 3 Administrator

Date